

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title:	Information Specialist IV
Functional Title:	
Job Posting:	18102
Monthly Salary:	\$4023.16
Salary Group:	B21
Posting Date:	12/08/2017
Close Date:	Open Until Filled
Section/Division:	Publishing Section/Comm & Igr Division
Work Location:	12100 Park 35 Circle, Austin, TX 78753
Openings:	One
Position #(s):	3885

Job Description:

Coordinates development of usable and accessible web and other communication products for the Texas Commission on Environmental Quality (TCEQ). Works with agency programs and program management in the review or development of goals and strategies to ensure content and products meet the needs of intended audiences, are accessible, and adhere to the agency's publishing standards and guidelines, including accessibility and usability. Coordinates customer needs with production schedules, communicating, and documenting the status of projects. Gives presentations to various levels of staff. Coordinates, researches, and writes various employee communications and general interest articles to ensure accurate, concise, and timely dissemination of information. Codes or revises HTML code, adhering to agency web development standards, including accessibility. Edits and proofreads technical and general information copy to arrive at polished, professional products. Collaborates with program contacts throughout the editing process to ensure edits do not change the meaning of the content, and to obtain information to satisfy the completeness and accuracy of the content. Uses plain-language techniques to translate vague, technical, or legal language to fit the specific audience, adhering to agency style and accessibility guidelines. Keeps abreast of publishing issues. Works with co-workers to continuously review and update the agency's publishing standards and the division's operating procedures. Conducts and assists in developing agency training and education regarding publishing procedures and topics.

Military Occupational Specialty (MOS) Codes:

37F, 46Q, 46R, 46Z, 46A, 46X, MC, 165X-RL, 340, 360, PA, YN, 03, 019, INF, MGT13, 4313, 4341, 8711, 4302, 4305, 8055, 3N0X0, 3N0X2, and 35PX

Minimum Qualifications:

A bachelor's degree with a major in journalism, public relations, advertising, communications, English, or a natural resources or science related field, (COPY OF

OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus three years of full-time experience in writing, scripting, editing, related areas in communications, or in positions involving such activities as journalism, outreach, public relations, advertising, preparation of public information releases and reports, and other news materials, or performing related activities in a public or private enterprise.

OR Four years of full-time experience in writing, scripting, editing, related areas in communications, or in positions involving such activities as journalism, outreach, public relations, advertising, preparation of public information releases and reports, and other news materials, or performing related activities in a public or private enterprise.

Preferred Requirements:

Experience writing employee communications, such as mass emails or newsletter articles.

Experience working with customers to coordinate production of their printed or web products to meet their communication needs.

Special Requirements:

Moving up to 30 pounds of laptop and projector.

Traveling up to 1% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

To Apply:

Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer